


Identifier: <b>DI-4.13</b>	Revision: <b>0</b>	
Effective Date: <b>4/30/04</b>		
Document Catalog Number: <b>ER2004-0209</b>		
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## **Risk Reduction and Environmental Stewardship— Remediation Services**

### **Desk Instruction**

# **for Creating Sampling Events**

## Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
R0	4/30/04	Clifford Deiner	New desk instruction	All

# Creating Sampling Events

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## List of Acronyms and Abbreviations

DI	desk instruction
ECR	Environmental Characterization and Remediation Group
LANL	Los Alamos National Laboratory
QII	Quality Integration and Improvement Team
QPPL	quality program project leader
RRES-RS	Risk Reduction and Environmental Stewardship—Remediation Services

# Creating Sampling Events

## 1.0 PURPOSE

This desk instruction (DI) is a guidance document that states the responsibilities and describes the process of creating sampling events for the Risk Reduction and Environmental Stewardship—Remediation Services (RRES-RS), RRES-Environmental Characterization and Remediation (ECR) group.

## 2.0 SCOPE

- 2.1 **Data Stewards/Data Specialists** should implement this DI when creating sampling events for RRES-RS/ECR.
- 2.2 **Subcontractors** performing these functions for RRES-RS/ECR should follow this DI.

## 3.0 TRAINING

- 3.1 All **users** of this DI train by reading the DI; documentation of training is not necessary.
- 3.2 **Data Stewards/Data Specialists** should be assisted in their training by previously trained personnel.
- 3.3 The responsible **supervisor** may monitor the proper implementation of this DI.

## 4.0 DEFINITIONS

*Desk instruction*—Within the RRES-RS/ECR, a DI is a document that documents the process for performing a work activity.

## 5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Data Stewards/Data Specialists
- Supervisor
- User

## 6.0 PROCEDURE

**Data Stewards/Data Specialists** employing this procedure must obtain permissions from the Network Administrator to access the Sample Tracking

Application. Users must also be added to the receipt list to receive event requests under [SMOOrderRequest@lanl.gov](mailto:SMOOrderRequest@lanl.gov).

- 6.1 Upon e-mail receipt of a “General Analytical Request Information” form, review the “General Request Info” sheet of the EXCEL document form for completeness. The event requestor should be contacted to complete any missing or incorrect information. Charge codes are required.
- 6.2 Review the “Analytical Request Info” sheet for completeness. The requestor should be contacted to complete any missing or incorrect information.
- 6.3 Print out the “General Request Info” sheet and the “Analytical Request Info” sheet for reference while creating the event.
- 6.4 Open the “Sample Tracking Application” at <http://erinternal.lanl.gov/smo/>.
- 6.5 At the home page go to Navigation>Events.
- 6.6 At the Events page go to Manage>New. Complete the required fields at a minimum. After the fields are completed save the event to enable its creation. Note the event ID number.

**Note:** The charge code must be verified. If it is not present on the charge code list, the requestor must be asked to contact the Business Team Leader to have the code added.

- 6.7 At the Events page go to Navigation>Locations.  
Add existing requested locations by using the “Add to list” button. Create new locations as needed by going to Manage>New>. Complete the required fields and save.
- 6.8 After the locations have been added/created, highlight the location(s) and go to Sample Assignments>Create. At the New Sample page complete the required information at a minimum and save.
- 6.9 Go to Navigation>Samples to review samples. Highlight sample(s) to be reviewed. Go to Update to make any needed changes on individual sample information and Update Multiple to make changes on a group of samples.
- 6.10 Go to Manage>Orders to create the requested analytical tests for selected (highlighted) samples. Select Destination and Suite type and the available analytical tests will be displayed. Contact the Sample Management Office if the requested analytical test is not present. Refer to the “Analytical Methods and Analytes” sheet of the “General Analytical Request Information” form for appropriate codes. Add analytical tests by using the Add All button. Attempt to group tests as much as possible to minimize container usage.

- 6.11 After the all the requested analytical tests are ordered, review the complete sample information by going to Events>Print and review the Sample Collection Log Summary Plan and the Field Chain of Custody Summary Plan. Any corrections should be made at this time by returning to the appropriate section.
- 6.12 E-mail the requestor and the SMO stating that the event is ready for document review. The requestor should complete a sample paperwork approval form. Any problems the requestor discovers should be fixed prior to signing the approval form.
- 6.13 The SMO prints the documents for the requestor.

## 7.0 RECORDS

No records produced.

## 8.0 REFERENCES

To properly implement this DI, **Data Stewards/Data Specialists** should become familiar with the contents of the following documents, located at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtml](http://erinternal.lanl.gov/home_links/Library_proc.shtml):

- RRES-RS Project Quality Management Plan

## 9.0 ATTACHMENTS

None

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.